



Beaudesert & Henley-in-Arden Joint Parish Council

Agenda Working Party Terms of Reference

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| Adopted | 01.12.25 |
| Policy reviewed every 2 years or upon legislative change | |

1. Objective

The Agenda Working Party (AWP) exists to support the efficient and transparent preparation of the agenda for Ordinary Council Meetings. It ensures that proposed items are reviewed, prioritised, and appropriately framed for council consideration. The AWP operates in an advisory capacity and does not hold decision-making authority.

2. Composition

- The AWP comprises all current members of the Joint Parish Council.
- The Parish Clerk attends in an advisory and administrative capacity.

3. Meeting Schedule

- The AWP meets on the Monday prior to each scheduled Ordinary Council Meeting.
- Meetings are held informally and are not open to the public.
- The Clerk circulates a draft agenda and supporting notes in advance of the meeting.

4. Responsibilities

- Review proposed agenda items submitted by councillors, the Clerk, or members of the public.
- Discuss the relevance, timing, and readiness of each item.
- Determine whether items should be included on the final agenda, deferred, or require further information.
- Ensure that items are clearly worded and appropriately categorised (e.g., for decision, for information, for discussion).
- Support the Clerk in preparing the final agenda and associated documentation.

5. Agenda Publication

- The final agenda is published by the Clerk on the Wednesday prior to the Ordinary Council Meeting, in accordance with statutory notice requirements.

5. Governance

- The AWP is a non-decision-making body.
- Its role is preparatory and advisory.
- Final decisions on agenda content rest with the Clerk, in consultation with the Chair, and subject to statutory obligations.